

July 1, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

**ADOPT AND ADVERTISE JOB ORDER CONTRACTS
FOR REPAIR OF SHERIFF'S DEPARTMENT FACILITIES
(ALL DISTRICTS) (3 VOTES)**

**JOINT RECOMMENDATIONS WITH THE CHIEF ADMINISTRATIVE OFFICE THAT
YOUR BOARD:**

1. Adopt the attached Job Order Contract Unit Price and Specification books for the repair of Sheriff's Department facilities.
2. Authorize the Executive Officer of the Board of Supervisors to advertise for bids for a Job Order Contract (JOC) for the repair of Sheriff's Department facilities on July 1, 2003, in accordance with the "Instruction Sheet for Publishing Legal Advertisements" (Enclosures).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Authorization to advertise for bids will begin the process of establishing a JOC program tailored to meet the specific needs of the Sheriff's Department. The success of previous JOCs awarded by your Board for Department of Public Works and Internal Service's Department has demonstrated the effectiveness of this type of contracting.

On March 16, 2000, your Board authorized and approved a consulting services agreement between the Sheriff and the Gordian Group, Inc., to develop and implement a JOC program for the repair, maintenance, and refurbishment of Sheriff's facilities.

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The establishment of this program will enhance the Sheriff's Department's internal ability to effectively and efficiently respond to a broad array of facility repairs, extraordinary maintenance demands, minor facility alterations, and rehabilitation projects.

The JOC program is designed to streamline pre-construction administrative requirements and lower direct construction costs. The JOC program produces a flexible unit price contracting method by which repair and refurbishment projects can be expeditiously planned and accomplished without requiring costly preparation of extensive plans and highly detailed specifications.

The contract value is specified as a range with a guaranteed minimum value of \$50,000 and a maximum value of \$3,000,000, which is not guaranteed. The contractor has a continuous incentive to provide high-quality, cost-effective work to ensure receipt of additional work orders during the one-year contract period. The Sheriff's Department has identified a list of potential projects whereby the scope of work is repetitive and is ideal for the JOC program. These projects are listed in Enclosure A.

Implementation of Strategic Plan Goals

This action meets the County's Strategic Plan Goals of Service Excellence and Fiscal Responsibility since these construction projects will provide improved facilities to mitigate the current needs of outdated and/or required extraordinary repair work within the Sheriff's facilities.

FISCAL IMPACT

The projects undertaken by utilizing this JOC program will be funded by the Inmate Welfare Fund and other Department service and supply funds at a maximum cost of \$3,000,000. No work will be assigned to the JOC contractor without the Sheriff's prior review and approval.

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FINANCING

Funds for each project begun under this contract will be encumbered in the appropriate fund before the work begins. Total projects encumbered under this contract will be limited to a maximum of \$3,000,000 and will not exceed the budgeted amount of any fund. Funds not encumbered during this fiscal year will be available for encumbrance in the subsequent fiscal year during the remaining contract period.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Contracts previously approved as the standard format by County Counsel will be used. On all publicly funded projects in excess of \$1,000, the contractor will be required to pay prevailing wage rates to all persons employed on the JOC program.

Bidders will be required to show full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program).

The project specifications contain provisions requiring the contractor to report solicitations of improper consideration by County employees and allowing the County to terminate the contract if it is found that the contractor offered or gave improper consideration to County employees. Contracts for more than \$250,000 contain a provision that should the Contractor require additional personnel to carry out the contract work, consideration will be given to hire permanent County employees who are scheduled for layoffs after the effective date of the contract.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for a contract award, bidders will be required to attest to a willingness to consider GAIN participants for future employment.

ENVIRONMENTAL DOCUMENTATION

Approval of the recommended actions will have no effect on the environment.

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CONTRACTING PROCESS

Advertising for bids will be in accordance with the County's standard "Instruction Sheet for Publishing Legal Advertisements" (Enclosure B).

Participation by Community Business Enterprises (CBE) in the contract performance will be encouraged through Public Works' CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBEs.

As requested by your Board on February 3, 1998, this contract opportunity will be listed on the Office of Small Businesses' website upon your Board's approval.

To ensure proper preparation of bid documents and administration of the JOC program, the Board authorized an agreement with the Gordian Group, Inc., to provide JOC program technical support services. Under this agreement, the Gordian Group, Inc. is to provide consultation on JOC program contract matters and updating of the JOC program pricing manual for a fee of 4.5 percent for the first \$5,000,000 and 1.5 percent thereafter, of the dollar value of work orders issued to the selected JOC contractor under the JOC program.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The Sheriff's Department will take the appropriate measures to minimize the impacts of construction activities to the current Sheriff operations within the various facilities as part of this contract.

Respectfully submitted,

LEROY D. BACA
SHERIFF

DAVID E. JANSSEN
Chief Administrative Officer

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LS:sle

Enc. (3)

c: David J. Jansen, Chief Administrative Officer, CAO
Sharon Harper, Chief Deputy Administrative Officer, CAO
Rochelle Goff, Principal Analyst, CAO
Brian Mahan, Senior Analyst, CAO
County Counsel
Executive Office, Board of Supervisors
Paul K. Tanaka, Chief, Administrative Services Division
Victor Rampulla, Assistant Division Director, Administrative Services Division
Gary K. Tse, Acting Director, Facilities Planning Bureau
(JobOrderContractsBL)

July 1, 2003

ENCLOSURE A

**ADVERTISE JOB ORDER CONTRACT
FOR REPAIR OF SHERIFF'S DEPARTMENT FACILITIES
(ALL DISTRICTS) (3 VOTES)**

<u>Facility</u>	<u>Type of work</u>	<u>IWC#</u>
Men's Central Jail	Fire damper replacement	679
Men's Central Jail	Renovation of detention cell gates	076
Pitchess Detention Center-North Facility	Mechanical duct cleaning	- -
Pitchess Detention Center-NCCF	Mechanical duct cleaning	- -
Various detention facilities - vendor machines	Electrical wiring	066

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ENCLOSURE B

**ADVERTISE JOB ORDER CONTRACT
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(ALL DISTRICTS) (3 VOTES)**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code, Section 20125, you may publish once a week for two weeks in a weekly newspaper, or ten times in a daily newspaper. Forward three reprints of this advertisement to Contracts & Grants Unit, Administration Services Division, Los Angeles County Sheriff's Department, 4700 Ramona Blvd., Monterey Park, California 91754.

**OFFICIAL NOTICE
INVITING BIDS**

Notice is hereby given that the Director of the Contracts & Grants Unit, Administrative Services Division, Los Angeles County Sheriff's Department will receive sealed bids for furnishing all materials, labor, and equipment required to complete construction for the following work:

<u>SD</u>	<u>PROJECT</u>	<u>BID DOC FEE</u>	<u>DATE OF BID OPENING</u>
Various	Job Order Contracts	\$100	July 29, 2003

Copies of the project manual and drawings may be obtained at the Los Angeles County Sheriff's Department, 4700 Ramona Blvd., Monterey Park, California 91754, for the fee stated above. For bid information, please call Mr. Tom Harwood at **(323) 526-5182**. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's Office before 10:45 a.m. on the date indicated. Bids will be publicly opened, examined, and declared by the Sheriff's Department at 11:00 a.m. on this date in Conference Room A, at the Alhambra Facility, 1000 S. Fremont Avenue, Building A-9/East/5th Floor, Alhambra, CA.

Bids must conform to the JOC Specifications and Requirement, and comply with the provisions of the Bidding Requirements and General Conditions concerning bid guarantee, contract bonds, and insurance requirements. This JOC requires the contractor to possess a "B" license classification at the time of bid. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

PRE-BID CONFERENCE

Sheriff's Department and the Gordian Group, Inc. will hold a pre-bid conference at 10:00 a.m. on **July 15, 2003, at 1000 S. Fremont Ave., Alhambra, California 91803**, to provide information on the JOC, bidding process, and answer any questions that the potential bidders may have.

OTHER INSTRUCTIONS

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code relating to contracting with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical errors and discrepancies in bids submitted in the public's interest.

Si necesita información en español, por favor llame al Telefono (626) 458-2563.



Upon 72 hours notice, the Department can provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our main office in Alhambra (1000 S. Fremont Ave.), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental ADA Coordinator at (626) 458-4081 or TDD (626) 282-7829, Monday through Thursday, from 7:00 a.m. to 5:30 p.m.



Con 72 horas de noticia, el Departamento puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para incapacitados. Además, documentación sobre el programa está disponible en nuestra oficina principal en Alhambra (1000 S. Ave. Fremont), la cual es accesible para individuos con incapacidades. Para solicitar adaptaciones SOLAMENTE, o para mas información del ADA, pongase en contacto con nuestro Coordinador del ADA del departamento al (626) 458-4081 o TDD (626) 282-7829, de Lunes a Jueves de las 7:00 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California,
dated April 8, 2003.

VIOLET VARONA-LUKENS, EXECUTIVE OFFICER
OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES